



CITY OF RAPID CITY

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Community Planning & Development Services

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MEMORANDUM

TO: Legal and Finance Committee

FROM: Sarah Hanzel,
Long Range Planner I

DATE: August 12, 2015

RE: Professional Services Agreement with Progressive Urban Management Associates for the Downtown Area Master Plan in an amount not to exceed \$197,450

Action Plan Strategy LC-A4 in the 2014 comprehensive plan calls for the creation of a new Downtown Area Master Plan. Staff requested and received authorization at the April 4, 2015 Public Works Meeting and April 20, 2015 City Council meeting to proceed with preparing a Request For Proposals (RFP) to hire a consulting firm to prepare the Downtown master Plan and Downtown Design Guidelines. A committee of staff and downtown representatives prepared and advertised the RFP in April, 2015. The committee includes Dan Senftner from Destination Rapid City (DRC), Mike Brummer from the Downtown BID Board, Landscape Architect Pat Wyss, Stephen Malott from SDSM&T, Brett Limbaugh, Sarah Hanzel, and Patsy Horton from Community Planning & Development Services.

On June 25, 2015 the top four candidates were interviewed by the committee members and City Councilman Brad Estes, Planning Commissioner Jan Swank, and Anna Huntington from DRC. The committee chose Progressive Urban Management Associates from Denver, Colorado and has negotiated the final scope of services and contract.

The process will be conducted by a consultant group in the same manner as the Comprehensive Plan and involve several community outreach events to gather input from business and property owners within the downtown area and from public and private



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sector stakeholders. The project kickoff is scheduled for September 2015 and should be finalized by late June of 2016.

Staff Recommendation: Staff is recommending authorization for the Mayor and Finance Officer to sign the Professional Services Agreement with Progressive Urban Management Associates for the Downtown Area Master Plan in an amount not to exceed \$197,450.